AEIF 2020 Budget Guidance

1. Venue Costs

Reasonable costs based on local environment for renting space for project-related activities. Look for donated space first (American space and academic institutions often donate or discount venues). Consider negotiating deals to include coffee breaks, lunch, presentation equipment, or modest supplies, and include this information in the budget justification.

2. Promotional Items and Advertising

Promotional items that you will use to amplify the project. Break down promotion and advertising, clearly indicating what you will get in return for costs incurred (i.e. number of ads, on which platforms, and at which times). Consider cost share or free online tools for graphic design work. Funding used for the creation of websites will need to be strongly justified.

3. Meals & Beverages

Reasonable requests for snacks, non-alcoholic beverages, and meals if essential to the program (i.e. a working lunch is acceptable, but a cocktail reception is not). Break down meals by the cost per person per meal per day.

4. Speaker Honorarium or Trainer Fees

Speaker: Maximum of US$200 per day for a full day of programming.
Trainer: Maximum US$200 per full day or $25 per hour. Preparation and follow-up costs are acceptable and should be itemized at the same rate. Consider asking your fellow alumni to provide their expertise as in-kind support for the project (i.e. cost share).

5. Lodging and per diem

In-country and intraregional airfare, meals, lodging, and local travel (i.e. taxi, bus, train). Indicate if lodging is single or dual occupancy and the duration of stay and one-way or roundtrip fares.